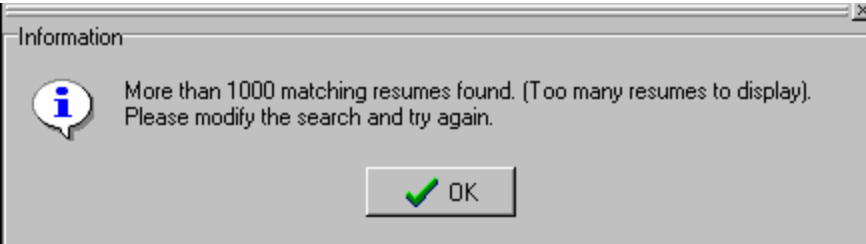



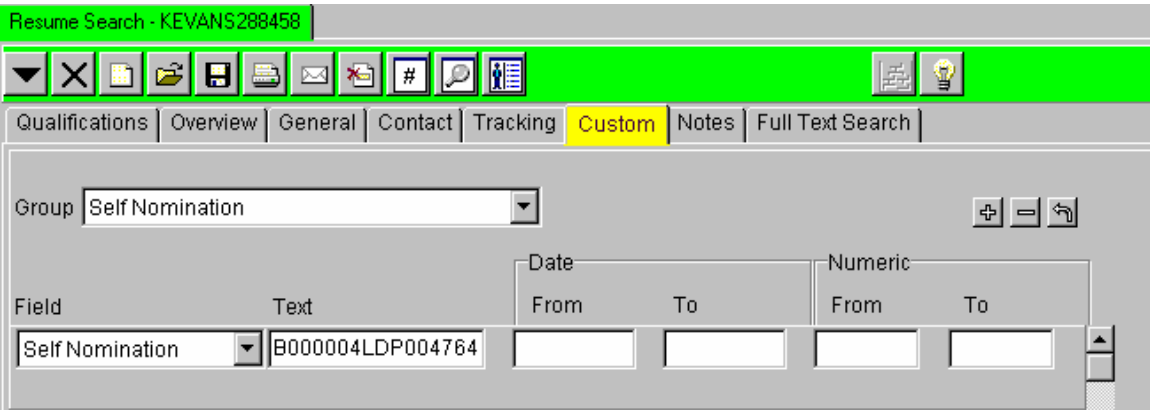
1 - SELF NOMINATION WITH MORE THAN 1000 CANDIDATES

Completing the capture of a match list from Resumix when there are more than 1000 self-nomination candidates.


Resumix has a limitation and will only show a match list when there are less than 1000 candidates (or names) that match a resume search. If you have more than 1000 candidates you will receive the following error message.

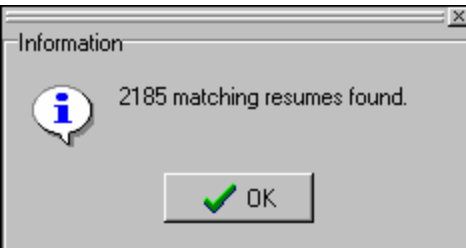


After you have input your self-nomination number and hit the **Search for Matching Resumes** button , follow the steps identified in Chapter 5, **Searching for Candidates**.



The followings steps should be followed to ensure that all candidates that have self-nominated for your vacancy would be identified and imported into CPDSS.

Step 1. Click on the **Count Matching Records** button , to identify the total number of candidates that are interested in this vacancy. You will get a dialog box that states the total number of candidates that self-nominated for your position. Once you have determined the number of candidates that self-nominated you can decide how to break down your list.



Step 2. Click on the **Contact** tab of the open Resume Search screen, leaving the self-nomination number in the **Self-nomination** field, add in the initial “A*|B*|C*|D*”, etc., in the **Last Name** field.

Resume Search - KEVANS288458

Qualifications | Overview | General | **Contact** | Tracking | Custom | Notes | Full Text Search

Identification Number

Name

First Middle Last

Address

City State

Zip Code Country

Phone

Type the first initial of the last name, asterisk separated by “|” and the first initial of the next last Name. **Do not end with a “|”**. Then click the Count Matching Records button.




To specify an **AND** search, use the **&** character between each search criteria.

To specify an **OR** search, use the **|** (vertical bar or pipe) character between each search criteria.

Tip: To type the **|** (vertical bar or pipe) character on most standard PC keyboards, press and hold the **Shift** key, and the press the **** (backslash) key.

Repeat this process adding additional letters to the **Last Name** search until you get as close to, without exceeding the 1000 limit. Once you have an acceptable number of candidates click the

Search for Candidates button , this will generate a Match List. Complete the capture of the Match List using the instructions provided in Chapter 6.

Step 3. Follow the steps below to create another Requisition. Repeat steps 1 and 2 until you have searched on all the letters of the alphabet. Once you have completed the process the total number of candidates captured should agree with the total number of candidates identified in step 1 of the process.

2 - Special Placement Consideration Candidates (Local Priorities)

Under current procedures Special Placement Consideration candidates are cleared prior to internal/external recruitment of recruit/fill actions. Staffing specialist, prior to opening announcement, can use the following procedures to check for these candidates or use “Clearing Priorities Using Business Objects” located at <http://www.afpc.randolph.af.mil/MDCPDS/TOOLS&REFERENCES.htm>

Step 1. From the Recruiter Desktop select **Resume > New Search**. Click on the Custom Tab, select the **Group** “Spec Placemt Cons Reas”, and the **Field** “Spec Placmt Cons Reas”. In the text field type all the local priority codes that apply and click the **Search for Candidates** button



Resume Search - KEVANS288507


Qualifications | Overview | General | Contact | Tracking | **Custom** | Notes | Full Text Search

Group: Spec Placemt Cons Reas

Field	Text	Date		Numeric	
		From	To	From	To
Spec Placemt Cons F	B6				
Spec Placemt Cons F	B7				

Step 2. Copy the original requisition using the **File > Save As....** function with the following naming convention:

YYMMM (SPC1, 2 ETC) (Add 3 0's) and the last 8 digits from the original RPA
Example: Original Number 01MAR5M62APS00006397
Supplemental Number 01MAR**SPC1000**00006397

Once you have identified all the local priority codes, click the **Search for Candidates** button , this will generate a Match List. Complete the capture of the Match List using the instructions provided in Chapter 6.

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